



NASA's  
Goddard Space  
Flight Center

# Route Sheet

Code	Name	Purpose*	Initials**	Date**		Remarks	
				In	Out		
ORIGINATOR						CODE	PHONE NUMBER
TYPED BY						CODE	PHONE NUMBER
QUALITY CHECK (secretary; please review and initial)				MAIL LOG			
BR: _____ DIV: _____ DIR: _____				BR Log # _____ DIV Log # _____ DIR Log # _____			
SUBJECT						DUE DATE	
SPECIAL INSTRUCTIONS							

\* PURPOSE LEGEND  
1. For information  
2. For review/approval/concurrence  
3. For necessary action  
4. For signature

\*\*INITIALS/DATE: Ensure that all initials and in/out dates are completed for all lines

GSFC 11-20 (9/99)